

CITY OF CHANDLER

EXIT PROCEDURES FOR EMPLOYEES LEAVING CITY SERVICE

I. PURPOSE

To establish procedures when employees terminate with the City due to resignation, dismissal, retirement, probationary release or layoff.

II. RESPONSIBILITIES

- A. It is the responsibility of the supervisor (or designee) to follow the procedures outlined below when an employee leaves City service.
- B. It is the responsibility of the employee to return any and all City property to his/her supervisor before or on the last day the employee is scheduled to work.
- C. It is the responsibility of the Human Resources Office to conduct exit interviews with employees leaving City service due to resignation or retirement.

II. PROCEDURES

A. Personnel Action Request

- 1. The employee's immediate supervisor must notify the Human Resources Office immediately by completing a Personnel Action Form (PAR) when an employee is leaving City service. Appropriate documentation (e.g., resignation letter, probationary release) should be attached to the PAR.
- 2. In the case of an employee's dismissal, the immediate supervisor must prepare a payroll exception form and submit to the Payroll Office in order to authorize the employee's final paycheck.
- 3. Employees shall receive pay for work performed through the last hour worked and for unused benefits as stipulated in the Personnel Rules.
- 4. Payroll will make arrangements for the final paycheck in adherence with Arizona State laws.

B. Exit Checklist

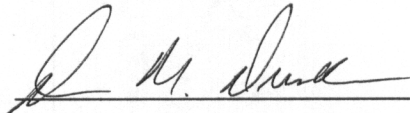
- 1. The supervisor will complete the Exit Checklist with the employee. The supervisor will collect all City property from the employee.
- 2. The employee is responsible for ensuring that all items considered to be City property are returned. Failure by the terminating employee to properly return City property may result in the delay of receipt of the final paycheck.

3. The supervisor and employee will sign the Exit Checklist verifying that all items have been returned. The Exit Checklist will include an acknowledgement by the employee that failure to return City property could result in the withholding of a portion of his/her final paycheck equal to the value of the property.
4. Any exceptions or items to be returned at future date should be noted in the Remarks section of the form.
5. The supervisor will forward a copy of the signed Exit Checklist to Human Resources. The supervisor and employee should retain a copy for their files.
6. The Exit Checklist will be filed in the employee's personnel file.

C. Exit Interview Summary

1. If the employee is resigning from the City, the employee's supervisor should instruct the employee to contact Human Resources to schedule an exit interview meeting.
2. The Human Resources Manager or designee will facilitate an exit interview with the employee regarding the employee's satisfaction or dissatisfaction with the City during employment. The purpose of this interview is to gain information which will help the City improve or enhance its programs.
3. A copy of the completed Exit Interview Summary will be maintained separately from the employee's official personnel file.

III. APPROVAL

Approved:  Date: 5/28/02

Donna M. Dreska, City Manager